

# **READVERTISEMENT**

**\*Please note updated salary information and revised  
duties/competencies sections.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**December 19, 2007**

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<b>TITLE:</b>	Plan Manager
<b>POSITION NO:</b>	11714
<b>LOCATION:</b>	Health Resources Division, Billings
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,136 - \$41,420 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 4, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**TYPICAL DUTIES:** This position will develop, manage, monitor, and evaluate services provided to a youth and his/her family under the Psychiatric Residential Treatment Facilities Grant (PRTF). This position assures services are necessary, cost-effective, appropriate, and meet with acceptable quality standards. The incumbent is responsible for reviewing the eligibility criteria of the youth, for the operation/development/monitoring of the plan of care; for collecting and reporting child specific information to comply with federal regulations; assuring providers are in compliance with state/federal regulations and terms of contracts, and developing working relationships with the providers of these services by offering training; providing consultation about rules and requirements; and facilitating work groups when necessary. This position does not supervise any staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge/understanding of child development and basic criteria for serious emotional disturbance; Medicaid and Medicaid services for children with a serious emotional disturbance; community resources and the means to access these resources; federal and state rules, regulations, and policies; and preparing and monitoring a budget and a cost plan.

Skills: Skill in mediation; time management; prioritization; effective oral and written communication, including diverse groups of people; active listening; and in the use of a personal computer and basic computer software/programs, particularly Excel/spreadsheets.

Abilities: Ability to develop and maintain working relationships with individuals, providers, and interested parties who may have different incentives and cultures to achieve project goals; function effectively under stress and make appropriate decisions while maintaining effective working relationships; think creatively and bring ideas to fruition; be a team member and also work independently; and plan, implement, and evaluate the achievement of program goals and objectives as well as the resources used to obtain them.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in social work, psychology, education, counseling or related human service field **AND** three years of recent experience in community social or health related fields with demonstrated knowledge of community resources and/or mental health service system for youth. Experience working with youth with mental illness and/or multi-agency need youth is desired. Preference will be given for prior experience as a Youth Case Manager or Treatment Manager in group care.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

**If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Plan Manager  
Position: #11714  
Location: Health Resources Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. The major function of this position is to develop, with the youth and family, a plan of care for the youth. Please describe in detail your experience working with families, especially in stressful situations. What does "family-oriented treatment plan" or "family-driven treatment plan" mean to you? How would you handle a situation in which the family's plan of care may be different than your own?